



Guide to Film Production in New Orleans

The Mayor's Office of Cultural Economy and Film New Orleans (FNO) welcome you to New Orleans! Our historic, vivid and culturally rich neighborhoods provide incredible locations and backdrops for the various productions that choose the City for filming. FNO goes above and beyond to strike a balance between production activity and quality of life for residents. We believe open and advance communication is key to this success.

Our long history of filmmaking means that the local community understands that the film industry plays an important role in our economy. Film New Orleans works closely with the community and established neighborhood associations to accommodate productions doing business in the City. Please understand that these guidelines cover filming activity in Orleans Parish only. Other parishes and surrounding jurisdictions may have other requirements.

Film Permit Application Requirements:

The film permit is issued by Film New Orleans and is a prerequisite for all other City permitting. Please submit the following documents:

- Filming Application located at www.filmneworleans.org.
- An insurance certificate submitted to kgwilliams@nola.gov
- Copy of these guidelines signed by noted personnel
- Confirmed location list and shooting schedule

Revocation of Film Permit

Failure to comply with the following guidelines may result in fines or the revocation of your film permit. Grounds for revocation include: (1) misrepresentation in the permit application with respect to the nature or location of the film activity, (2) violation of the film permit, (3) other violations determined by the City Administration in which productions will be allowed a reasonable time to resolve upon request.

Fines may be assessed against the production in the following circumstances: (1) failure to comply with the parking restrictions as stated in M.C. Sec. 154-923, (2) failure to correct a breach of the permit granted by any City department (3) violation of any City code not exempted by the permit.

Should any individual production company incur three infractions, they will be requested to meet with Film New Orleans for a permit review and possible permit suspension. A fourth infraction will result in the revocation of the film permit.



Levels of Film Impact Definitions and Production Responsibility

Levels of film impact are determined on a location-by-location basis and are described below.

A. **General Film Activity** is defined as:

- No discernible interruption of pedestrian traffic
- No interruption of vehicular traffic
- No permitted parking on City streets
- No activity outlined below in B,C, and D

B. **Low Impact Filming** is defined as:

- No discernible interruption of pedestrian traffic
- The administration of Intermittent Traffic Control (ITC) in which vehicular traffic is held for no more than three to five minute intervals
- Minimal impact on normal business or residential activities
- Permitted parking on city streets of no more than 4 blocks

C. **Medium Impact Filming** is defined as:

- The use of simulated gunfire
- The administration of street closures for 1-3 film working days at one location
- Film activity conducted over night time hours
- Permitted parking on City streets of no more than 8 blocks

D. **High Impact Filming** is defined as:

- Film activity that exceeds more than five (5) continuous film working days at one location
- High speed car chases or crashes
- Use of pyrotechnics or explosives
- Use of low flying aircraft
- Activity which interrupts pedestrian traffic and/or restricts access to residential and business activity
- Activity that requires bus and transit re-route planning
- Permitted parking on City streets of no more than 12 blocks

City Hall Production Meeting Information

All low, medium and high impact film projects **may** be required to participate in a City Hall production meeting. Projects designated as “General Filming” will receive a film permit once application requirements (see page 1) are met and may not be required to participate. This meeting is an opportunity for your production to engage in a one-on-one consulting session with City Agencies to troubleshoot any logistical issues that may arise. At this meeting your Location Manager will present a production packet containing your location schedule and any “NO PARKING” or street closure requests. At this time, community notification procedures will also be discussed after public impact is assessed. Please provide a copy of your crew and vendor list to Film New Orleans.



Agencies present:

- Film New Orleans
- Law Enforcement
- Traffic Engineering (Department of Public Works)
- City Council District Office Representatives
- EMS and Fire (if stunt activity/pyrotechnics are planned)
- Parks and Parkways (if activity is planned)
- Any other applicable City Office

What the production packet should include (Bring enough for all attendees):

- Overall calendar for the duration of your shoot detailing location and physical address for each day. (Film New Orleans is principally concerned with activity to take place in Orleans Parish, but should you be shooting outside the parish please note this on the calendar).
- A detailed schematic for each location in Orleans Parish should include:
 - Symbol identifying each location
 - Name of location
 - Physical address of location
 - Whether you are filming interior, exterior, or both
 - The location of your base camp and crew parking
 - Times of Activity
 - Arrival of trucks, call time, filming time, departure of trucks
 - Special requests - Intermittent Traffic Control (ITC) or street closure
 - Parking Requests (Streets and block numbers should be clearly marked. Please note one-way streets)
 - Areas requested "Cleared for shot" should be marked with a line of "ooooo"
 - Areas requested for the parking of essential vehicles should be marked with a line of "xxxxx"
 - A list of block numbers/meters being requested should also appear at the top of the map

At the conclusion of the City Hall production meeting, in accordance with approval of proposed activity, a film permit will be given once it is determined that the (1) proposed activities will not unduly disrupt neighboring residents and/or businesses, (2) a certificate of insurance is on file and (3) the office has received a signed copy of the guidelines.

At this time, FNO will provide:

- A production alias - This alias will be utilized for digital notification by the office and can be utilized on directional signs or production identification.
- Directional stickers - Stickers **must** be placed on all directional signs and display filming dates.



Neighborhood Notification

To foster an environment of cooperation, Film New Orleans works closely with each project. Productions are responsible for communicating with the City departments, residents and businesses to ensure the public is aware of “NO PARKING” requests, street closures, special effects and any other production activity.

Advance notification of the planned activity **must** be communicated through fliers distributed in the impacted area to inform residents and businesses of your activity. The fliers are the primary notification for residents and **must** be distributed 72 to 48 hours prior to your activity. Distribution of the fliers in a “T” pattern must extend in all directions from the key location and those impacted by the parking footprint. A sample flyer is available upon request or can be found at www.filmneworleans.org.

Notifications may be on production letterhead or, if the production chooses to remain anonymous, the provided alias may be used. Fliers must include the following information:

- Production Identification (name or alias)
- Accurate date and times of filming
- Blocks affected by “no parking” restrictions including prep, film and wrap days
- Description of filming activities including specifics regarding lights, noise or special effects
- Local production office number, production cell, and/or location manager’s cell number
- Contact information for Film New Orleans

Filming in New Orleans Neighborhoods

Only essential equipment and working vehicles can be parked on location. All other vehicles including crew and extra vehicles (unless picture cars) **must** be parked off site in a production company secured parking site (base camp). **ALL** trucks over 31 feet must be parked in base camp unless previously cleared with FNO. Please be aware of the following:

- Production vehicles must obey all parking laws in accordance with M.C. Sec 154-923. Please see the “Parking Restrictions” section below.
- Special effects that may cause concern (sirens, stunts, gunshots, speeding cars, controlled fire, smoke, flashing lights, or other loud noises) must be cleared in advance with Film New Orleans, Law Enforcement, and/or the New Orleans Fire Department, and other applicable City agencies.
- Working trucks are not permitted to enter a neighborhood before 5:00 A.M. without prior consent from Film New Orleans.
- Pedestrian traffic must be maintained at all times unless previously approved by FNO and Traffic Engineering.
- Some neighborhood associations have additional considerations. Please inquire with Film New Orleans for details.



During the shoot

- Be sensitive and work to find resolutions with neighborhood concerns.
- Do not block shop entrances, buildings, or driveways without property owner permission.
- Be “good neighbors” to ensure that future productions are welcomed back. Please remember that your set is someone’s home, business or neighborhood.
- Productions can only permit parking approved by Film New Orleans.

After the shoot

- Release permitted parking and remove meter bags upon termination of use. Meter bags must be returned to the Meter Division. A meter bag key is available upon request.
- Garbage and trash cannot be left on the streets for regular City pick up. Coordination with the Sanitation Department is necessary when street closures overlap with designated trash pick-up days.
- “NO PARKING” and directional signs must be removed when they are no longer needed. Signs left after the production wrap date will be removed and the production may be fined

Securing City Street Permits

All street and lane closure requests must be reviewed and coordinated by Film New Orleans before approval by the Department of Traffic Engineering. Closures must adhere to all City ordinances for signage and detour plans to ensure the safety of the public. Law enforcement personnel must administer all Intermittent Traffic Control (ITC) and approved street closures. Production Assistants (PA) or other crewmembers cannot control vehicular traffic.

All parking and street closure permits must be obtained in sufficient time to allow for the required **24 hour advance** posting of “NO PARKING” signs. Should you not have a 24-hour prior posting period, vehicles may park in existing available parking.

- Special requests or conditions may be attached to a permit to ensure minimal danger to the health and safety of persons, undue disruption to neighboring residents and/or businesses and traffic congestion. Such request and conditions will be reviewed at the City Hall production meeting by all parties and assessed on a case-by-case basis.
- ITC and street closures are not granted during the morning and evening “rush” hours (7am - 9am and 4pm - 6pm). Exceptions may be requested and will be considered on a case-by-case basis.
- Parking signs
 - Posting and removal is the responsibility of the production company
 - Indicate the date and hours included in the parking restrictions, production name/alias and contact telephone number

An Important note about Rain Cover Sets:

In the event of rain on a scheduled exterior shoot, cover sets should meet the above guidelines and will be discussed on a case-by-case basis. In particular, should you not meet the required 24-hour prior posting period, vehicles must park in available legal parking.



Parking Restrictions

Please review the following information regarding parking restrictions for the City of New Orleans. These restrictions are to be followed and will be enforced in **ALL circumstances regardless of any general parking permits that may be issued to a production.** Many of these restrictions are in place to ensure emergency vehicle access and safe driving conditions. PLEASE help ensure filmmaking in New Orleans is a positive experience for all.

PLACES WHERE **STOPPING OR PARKING IS PROHIBITED** (**NO SIGNS WILL BE POSTED**). There is “NO PARKING” allowed in the following area, (M.C. Sec. 154-923): (Please Note: the granting of special requests, obligate the producer to put in place an approved and appropriate alternative safety measure).

- (1) Within **FIFTEEN FEET** of a **FIRE HYDRANT**
- (2) Within **TWENTY FEET** of an **INTERSECTION**
- (3) Within **TWENTY FEET** upon the approach to any **STOP SIGN**, flashing beacon, yield sign or traffic control signal located at the side of a roadway
- (4) Within **TWENTY FEET** of the entrance to a fire station
- (5) On a sidewalk
- (6) Within **THREE FEET** of a public or private driveway, wheelchair ramp or bicycle ramp
- (7) Within an intersection
- (8) On a crosswalk
- (9) Within FIFTY FEET of a railroad crossing
- (10) Alongside or opposite any street excavation when stopping, standing or parking would block traffic
- (11) Alongside or on a neutral ground
- (12) Any place where parking will block a traffic control device

**** Please note:** Distance should be calculated to include any truck gates or trailers.

Parking is also prohibited without prior consent from the agencies listed below:

- (1) Freight Zones (Traffic Engineering)
- (2) Cab Stands (Taxi Cab Bureau)
- (3) Regional Transit Authority stops (NORTA)
- (4) Hotel Passenger Zones (Hotel Management)
- (5) Traffic Lanes (without street closure permit and appropriate detour plan) (Traffic Engineering)

***No Permits will be given for designated HANDICAPPED PARKING** No vehicle may stop or park in a signed parking space for persons with disabilities except a vehicle with a handicapped license plate or disabled veterans license plate. (M.C.Sec. 154-874).

NOTE: NO PARKING IN ENFORCEMENT ZONES. No vehicle may stop or park in this zone without being identified as belonging in this zone. (M.C. Sec. 154-876).



Film New Orleans thanks you in advance for your cooperation and assistance in accordance with these guidelines. Film New Orleans looks forward to working with you to make your production experience a positive one. Adherence to these guidelines will be to the benefit of all filmmakers, will protect the quality of life of our citizens, and ensure the success of the film industry in the coming years.

Your signature below acknowledges that you have read and agree to comply with the requirements and ordinances set forth in the “Guide to Film Production in New Orleans.”

*Please sign and return a copy to Film New Orleans.

(Production Company)

(Producer)

(Location Manager)

(Local Transportation Captain)

(Date)